

## Special Event Cost Waiver Application

Complete this form if you are exempt from, or if you are requesting a waiver for, the costs associated with temporary traffic control deployed by DelDOT for a planned special event. Please fill out either the *Exemptions* section or the *Waiver Requests* section, as appropriate.

Send the completed form and all supporting documentation to [DOT\\_SpecialEvents@STATE.DE.US](mailto:DOT_SpecialEvents@STATE.DE.US).

If you prefer to mail a printed version, the completed application and all supporting documentation can be sent to the following address:

Delaware Department of Transportation  
Traffic Operations and Management Special Events Section  
Special Events Coordinator  
169 Brick Store Landing Road  
Smyrna, DE 19977

### Applicant & Event Information

Applicant Name \_\_\_\_\_ Applicant Email \_\_\_\_\_  
Applicant Phone \_\_\_\_\_ Applicant Cell \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Event Name \_\_\_\_\_ Organization Name \_\_\_\_\_  
Event Location \_\_\_\_\_

### Exemptions

*Exemption A:* Event organizer is exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Organizer must provide supporting documentation (e.g., determination letter from Department of the Treasury or most current IRS Form 990).

*Exemption B:* Event organizer is a Government entity.

B1: State agency \_\_\_\_\_  
B2: County \_\_\_\_\_  
B3: Incorporated Municipality \_\_\_\_\_

*Exemption C:* Event organizer is a school district or accredited college or university AND the event is a direct activity of the entity making application (e.g., sporting event in which the school is competing, graduation ceremony, etc.). Note: Events that are the result of a third party renting and/or using a school or college or university's facility are NOT exempt.

C1: School district \_\_\_\_\_  
C2: Accredited college or university \_\_\_\_\_

### Waiver Requests

Event organizers that do not meet the conditions noted above may request a waiver for costs associated with temporary traffic control deployed by DelDOT for a planned special event if:

1. Proceeds generated by the event are donated to a 501(c)(3) organization or
2. The need for temporary traffic control is created by impacts associated with a DelDOT project.

Explain why a cost waiver may be applicable for any of the listed conditions, providing the requested details below.

*Proceeds donated 501(c)(3) organization:* Include details about the 501(c)(3) organization(s) that will receive donations from the event, including the approximate portion (percentage) of event proceeds that will be donated. Provide supporting documents for the 501(c)(3) organization(s) that will receive donations from the event (e.g., determination letter from Department of the Treasury or most current IRS Form 990).

*Department project:* Include details about the DeIDOT project that will impact the event, such as project location and a description of why the need for temporary traffic control is created or impacted by the DeIDOT project.

**This section to be completed by DeIDOT:**

***Exemption Approval***

\_\_\_\_\_  
Traffic Operations and Management Special Events

\_\_\_\_\_  
Date

***Waiver Request Approval***

\_\_\_\_\_  
Chief Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Maintenance and Operations

\_\_\_\_\_  
Date